

Rec'd  
10/24

Server

E-mail  
Monday  
10/29 ✓

10/31  
called  
NJ

12/17  
11am

## Cassandra Jones

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Crew Member offering a positive attitude and flexible schedule. Works well independently or with others as a team. [Job Title] with excellent communication skills and rapid and precise customer service skills. Outgoing [Job Title] familiar with cash and food handling procedures. Possesses strong communication and time management skills.

### Work Experience

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#### **Catering Assistant**

Roots Catering

Teaneck, NJ  
September 2016 to Present

Prep foods and pack out for delivery, check inventory, keep clean and orderly work place

#### **Cashier**

prime aid pharmacy 25Branford street

Newark, NJ  
October 2012 to Present

Consistently provided friendly guest service and heartfelt hospitality.  
Demonstrated integrity and honesty while interacting with guests, team members and managers. cashier and cleaning

#### **Dietitian Aide**

New Grove Manor Nursing Home  
October 2013 to June 2014

Consistently provided friendly guest service and heartfelt hospitality.  
Greeted customers and provided excellent customer service.  
Assembled food orders while maintaining appropriate portion control.  
Prepared quality products while maintaining proper food safety practices, portion control and presentation within service goal times.  
Performed all position responsibilities accurately and in a timely manner.

#### **Prep Cook**

craving the catering 61halsey street

Newark, NJ  
May 2010 to June 2012  
food. preparation and party set up

Prepared quality products while maintaining proper food safety practices, portion control and presentation within service goal times.

Prepared a variety of foods according to customers' orders or supervisors' instructions, following approved procedures.

Performed all position responsibilities accurately and in a timely manner.

### **Lead Cashier**

predental center

- Newark, NJ

April 2006 to June 2010

#### Responsibilities

Handing large sum of money to giving out to team mates and for change. With a team of 4 to 8 people serving customers with great attitude and customer service. Answer questions. Help guest

#### Accomplishments

Went from cashier to lead in a year

#### Skills Used

Great people skill

### **Housekeeper**

Brady Family

- Columbia, SC

March 2003 to January 2005

#### Responsibilities

Clean family home make beds , floors, take out trash prepare stack for 3 school age kids, make dinner or prepare to be made, laundry, clean up behind animal

#### Accomplishments

Always was told what a great job I was doing from dad and mom , kids loved me, and I had great respect for family

#### Skills Used

Family, people, and just being kind

### Education

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### **Some college**

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### Additional Information

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#### Skills

Customer-oriented

Quick learner  
Organized multi-tasker  
Fast and efficient service worker  
Dedicated team player

Quick learner  
Friendly and helpful  
Restaurant operations

## **PROFESSIONAL SUMMARY**

Personable housekeeper and self-motivated team player with strong attention to detail. Maintains a high level of professionalism while providing consistent and quality service. Skilled housekeeper with more than ten years of experience in housekeeping and custodial maintenance. Possesses superb interpersonal and communication skills.

## **SKILLS**

- Trusted key holder
- Strong client relations
- Excellent attention to details
- Highly dependable
- Trusted key holder
- Exceptional communication skills
- Quick learner

## **WORK HISTORY**

Prime Aid Pharmacy, Newark, NJ

08/2013-Current

### **Cashier and Cleaner**

- Greeted customers entering the store to ascertain what each customer wants or needs may be.
- Politely assisted customers in person and via telephone.
- Checked in and stocked inventory throughout the facility.
- Cleaned pharmacy floors by sweeping, mopping, scrubbing and vacuuming as needed.
- Make sure front windows, and front glass counters, where all the over the counter medications are viewed and stored, are maintained cleaned and spotless.

New Grove Manor Nursing Home, East Orange, NJ

1/2013-3/2014

### **Housekeeping**

- Enter patient room with great customer service and a warm voice making sure patient is dressed.
- Cleaned windows, glass partitions and mirrors using proper chemicals and cloths or cleaning materials.
- Sanitized bathrooms, showers and locker rooms.
- Kept janitorial closets cleaned and organized.
- Dusted all furniture and fixtures thoroughly and carefully.

Craving Catering, 87 Halsey Street, Newark, NJ

### **Food Service Worker**

- Prepared a variety of foods according to customers' orders or supervisors' instructions.
- Followed food safety procedures according to company policies and health and sanitation regulations.
- Prepared quality products while maintaining proper food safety practices, portion control and presentation within service goal times.
- Cooked and packaged large batches of food that were prepared to order or kept hot until needed.
- Set up dining area for occasion with clean linens.
- Wash, peel and cut various foods such as: fruits, vegetables and meats to be prepared for cooking observation.

Prudential Center, 25 Lafayette Street, Newark, NJ

10/2008 to 06/2011

### **Lead Cashier**

- Leading a team of 4 to 6 cashiers.
- Count money in cash drawers at the beginning and end of shift to ensure that amounts are correct and that there is adequate change.
- Maintain a clean and orderly work place.
- Set up bar for operation, obtained cash bank and stocked the service bar.
- Carefully followed alcohol awareness procedures for preventing relapse of guests.
- Completed regular bar inventories and daily requisition sheets as requested.
- Wiped down counter areas, sinks and floors to maintain a clean and safe workstation.

## **EDUCATION**

West Side High School, received HS Diploma

1994

Nurse Aide, Home Health Aide Certificate

2007

Multiple Choice (1 point each)

51%

1) A gallon is equal to \_\_\_\_ounces  
a. 56  
b. 145  
c. 32  
d. 128

2) Mesclun are what type of vegetable?  
a. Roots  
b. Beans  
c. Salad Greens  
d. Spices

3) What does the term braise mean?  
a. Sear quickly on both sides  
b. Slowly cook in covered pan with little liquid  
c. Cook on high heat and quickly  
d. Slowly cook in simmering water

4) At what internal temperature must chicken be cooked so that it is safe to eat?  
a. 155 degrees F  
b. 165 degrees F  
c. 175 degrees F  
d. 185 degrees F

5) How do you blanche vegetables?  
a. Immerse for a short time in boiling water  
b. Cook lightly in butter over med heat  
c. Soak in cold water overnight  
d. Rub with salt before cooking

6) Which of the following ingredients would you pack before measuring?  
a. Olive Oil  
b. Salt  
c. Brown Sugar  
d. White Sugar

7) What is Al Dente?  
a. Firm but not hard  
b. Soft to the touch  
c. Very hard  
d. Very soft

8) Food should be left out no more than  
a. 2 hours  
b. 3 hours  
c. 4 hours  
d. 5 hours

MESCLUN SALAD

9) Which is the improper way to thaw frozen food?

- a. In the fridge
- b. In a sink with cold water
- c. On the counter
- d. In the microwave

10) Which of the following can you use to put out a grease fire?

- a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- a. 25-135
- b. 40-140
- c. 50-160
- d. 30-130

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice. Mince
- d. Mince, dice, chop

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- c. Turned towards the right or left at all times
- d. Over the countertop at all times

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Season
- b. Sauté
- c. Broil
- d. Boil
- e. Fry

**Prep Cooks Test**

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17) What is a Julien cut?

- a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8" dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- a. Sweat
- b. Boil
- c. Roast
- d. Grill

**Fill-in the Blank** (1 point each)

19) salt & pepper are the basic seasoning ingredients for all savory recipes.

20) \_\_\_\_\_: to cut into very small pieces when uniformity of size and shape is not important.